



**STANDARDS OF APPRENTICESHIP**  
adopted by

**NORTHWEST AUTOMOTIVE HEAVY DUTY EQUIPMENT  
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
AUTO REFINISHER TECHNICIAN		845.381-010	8000 HOURS
AUTOMOTIVE BODY TECHNICIAN		807.381-010	8000 HOURS
AUTOMOTIVE TECHNICIAN (AUTOMOTIVE REPAIR SHOP)		620.261-010	8000 HOURS
AUTOMOTIVE PARTS TECHNICIAN		249.367-058	6000 HOURS
HEAVY DUTY EQUIPMENT TECHNICIAN		625.281-010	8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

SEPTEMBER 18, 1940  
Initial Approval

JANUARY 21, 2005  
Committee Amended

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Standards Amended (review)

JANUARY 21, 2005  
Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **NORTHWEST AUTOMOTIVE HEAVY DUTY EQUIPMENT APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following Standards for the development of Automotive Technicians and Automotive Technician Apprentices have been prepared by the Northwest Automotive Heavy Duty Equipment Apprenticeship Committee consisting of employee representatives and participating employers ratified by their respective organizations.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be Clallam, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pierce, and Thurston counties.**

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**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           **All applicants must be at least 18 years of age.**

Education:   **If possible, applicants should be high school graduates or the equivalent.**

Physical:      **N/A**

Testing:       **N/A**

Other:          **N/A**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

**A. Selection Procedures:**

- 1. The Northwest Automotive Machinists Lodge within Machinist District #160 and/or the Northwest Automotive Heavy Duty Equipment Apprenticeship Committee are not in any way serving as a referral agency.**
- 2. All persons desiring apprenticeship training under the Northwest Automotive Heavy Duty Equipment Apprenticeship Committee shall make application to an employer approved as a Training Agent by the Committee and upon becoming employed, the employer shall direct the applicant to the office of the apprenticeship coordinator where the applicant will be informed of his/her obligations as an apprentice. At this**

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time, the applicant will complete the agreement card requesting to become registered to the shop to which he/she is employed.

3. **The Apprenticeship Committee shall be responsible for obtaining signed affirmative action agreement forms from all individual employers who hire apprentices that the employer will comply with the State of Washington Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council, and these signed agreements are to be forwarded to the Registration Agency.**

**B. Equal Employment Opportunity Plan:**

1. **Disseminate information within shop or concerns concerning equal opportunity policies of the program sponsor.**
2. **To encourage the establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
3. **Grant credit for previous trade experience or trade related courses for all applicants equally.**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship for Automotive Refinisher Technician, Automotive Body Technician, Automotive Technician, Heavy Duty Equipment Technician shall not be less than 8000 hours of reasonably continuous employment. The term of apprenticeship for Automotive Parts Technician shall be 6000 hours of reasonably continuous employment.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

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Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The probationary period for Automotive Technician, Automotive Refinisher Technician, Automotive Body Technician, Heavy Duty Equipment Technician, and Automotive Parts Technician shall be the first 1000 hours of employment as an apprentice.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**One (1) apprentice may be employed in any shop where a journey level worker is employed, and one (1) additional apprentice may be employed for every additional three (3) journey level workers employed. Apprentices will constitute the only employees learning the trade and shall be given every opportunity and encouragement to master it.**

**The ratio of apprentices to journey level worker for the occupation Automotive Parts Technician shall be for every one (1) journey level worker regularly employed, the employer may have one (1) apprentice.**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

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The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**A. Automotive Technician, Automotive Refinisher Technician, Automotive Body Technician, and Heavy Duty Equipment Technician.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>55%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>60%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>65%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>70%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>75%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>80%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>90%</b>

**B. Automotive Parts Technician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>60%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>70%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>80%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>85%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>95%</b>

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**The time required in the different units of the trade may need to be adjusted for certain individual, apprentices but retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training at that step.**

**A. Auto Refinisher Technician: Approximate Hours**

**1. Exploratory Painting**

**Objective: To enable apprentices to learn the use of basic paint material and operations in painting.**

a. Paint shop procedures and safety .....	300
b. Cleaning and polishing .....	150
c. Waxing .....	<u>50</u>

**SUB-TOTAL HOURS: 500**

**2. Advanced Painting**

a. Prepare sheet metal work for painting by cleaning, leveling, filling, block and wet sanding, and surfacing .....	500
b. Masking.....	300
c. Paint application on body, fenders, doors, rocker panels, quarter panels, hoods, top and tuck lids .....	1600
d. Refinish entire vehicle in single stage paint.....	300
e. Refinish entire vehicle in BC/CC paint.....	300
f. Refinish entire vehicle in Tri Coat paint.....	300
g. Refinish in solid and/or metallic paint .....	300
h. Spot refinishing and blending colors.....	1500
i. Applying decals and stripes.....	200
j. Safety/Urethane.....	50
k. Paint mixing and color matching in single stage, BC/CC, and Tri Coat.....	650
l. Paint surface imperfections.....	600
m. Paint equipment (nomenclature).....	300
n. Small body repairs-dents and parts replacement .....	<u>200</u>

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**SUB-TOTAL HOURS: 7100**

**3. Paint Shop Management**

**a. Material use and cost .....300**

**b. Material purchasing.....100**

**SUB-TOTAL HOURS 400**

**TOTAL HOURS: 8000**



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### B. Automotive Body Technician:

### Approximate Hours

**Covering all shops that do body and fender work, radiator repairing, replacing of glass and upholstery, auto painting and all other work generally associated as herein contained.**

- 1. Conduct, safety equipment and customer relations.....150**
- 2. Structural analysis and damage repair, frame inspection, measurement and repair, unibody inspection, measurement and repair, fixed glass, metal welding and cutting .....2800**
- 3. Non-structural analysis and damage repair, preparation, outer body panel repairs, replacements and adjustments, metal finishing and body filling, moveable glass and hardware, advanced metal welding and cutting .....4100**
- 4. Mechanical and electrical components, suspension and steering, electrical, brakes, heating and air conditioning, cooling systems, drive train, fuel, intake and exhaust systems .....450**
- 5. Restraint systems, active restraint systems, passive restraint systems, supplemental restraint systems (SRS).....100**
- 6. Plastics and adhesives .....400**

**TOTAL HOURS: 8000**

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**C. Automotive Technician (Automotive Repair Shop):                      Approximate Hours**

Including all repairing of automobiles, light trucks, all two or four cycle engines, air or liquid cooled, and all other work generally associated with the automotive industry as herein contained.

1.    **Familiarization .....500**  
New vehicle service, installation of accessories, body service, shop routine, and shop safety.
2.    **Brakes.....500**  
Adjusting, replacing brake shoes & pads, repair hydraulic systems, power-operated brakes, air brakes, hydraulic brakes, vacuum brakes, ABS, and traction control.
3.    **Chassis.....750**  
Frame, steering units, front systems, shock absorbers, tires and wheels, springs, shackles, height controls, electronic controlled suspension.
4.    **Clutch and Transmission .....1000**  
Clutches, transmissions, trans axles, standard and automatic, overdrives and shift controls, electronic and vacuum, power take-off.
5.    **Rear Axle Assembly .....750**  
Differential, universal joints, front wheel drive, drive axles, constant velocity joint, drive lines, rear axle, four wheel drive and all wheel drive.
6.    **Power Plants .....1000**  
Valves, timing gears, chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning, cooling system.
7.    **Electric System .....1000**  
Wire and light system, alternator and regulator motors, starting, windshield wiper, etc., instruments and gauges, ignition and batteries, transmission controls, electronic controls, and computer sensors.
8.    **Motor Analyzing .....1000**  
Carburetors, fuel systems, distributors, etc., trouble shooting, fuel injectors, tune-up, driveability and emission controls.

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9. Automotive air-conditioning accessories and Smog Controls .....1000
10. Miscellaneous.....500  
Exhaust systems, welding auxiliary devices, etc., shop  
operations, service selling, and supervision, review.

**TOTAL HOURS: 8000**

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<b>D. <u>Automotive Parts Technician:</u></b>		<b><u>Approximate Hours</u></b>
1.	Counter Time ..... Customer Relations/Communication Skills	<b>600</b>
2.	Product Terminology .....	<b>1320</b>
3.	Catalog Terminology .....	<b>1560</b>
4.	Inventory Control .....	<b>840</b>
5.	Point of Sale .....	<b>720</b>
6.	Safety .....	<b><u>960</u></b>
<b>TOTAL HOURS:</b>		<b>6000</b>

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### Approximate Hours

**The apprenticeship shall receive instruction as is necessary to develop a practical and skilled trades person versed in the theory and practice of a practical and skilled tradesman in the trade. The following is a condensed schedule of work experience which every apprentice shall following as closely as conditions will permit:**

- |    |   |      |
|----|---|------|
| 1. | Orientation/Shop Practice.....  | 400  |
|    | Safety, shop familiarization, Apprenticeship system, record keeping, hand tools, drills-reamers-taps, vocabulary, shop math.  |      |
| 2. | Brakes (hydraulic & Air) .....  | 680  |
|    | Shoes, lining, cams cylinders, air cans, lines valves   |      |
| 3. | Suspension, chassis, hubs, axles, and prop shafts .....   | 1200 |
|    | Front axle, rear axle, inhages, steering boxes (manual and power steering), alignment, leafsprings, air suspension, track suspension systems.   |      |
| 4. | Electrical Systems .....  | 1400 |
|    | Fundamentals of electric systems, batteries and services ignition, changing, starting systems, series-parallel switch, vehicle and equipment lighting, testing and diagnosis.   |      |
| 5. | Engines (Gas and Diesel) .....  | 1600 |
|    | Gasoline engine block and internal, components fuel system, cooling system, air-intake system, tune-up theory trouble shooting, diesel engine 2 & 4 stroke cycle block & internal components, fuel systems/injection, air intake/turbo/supercharger |      |
| 6. | Heating and Air Conditioning .....  | 800  |
|    | Theory, basic controls, automatic-temp. controls  |      |
| 7. | Hydraulics.....   | 440  |
|    | Theory, pumps, motors, lines, valves, systems troubleshooting   |      |
| 8. | Welding .....   | 160  |
|    | Theory, oxy-acetylene, solding, brazing, arc  |      |

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9. Transmissions/transfer cases/power takeoffs .....880  
Housings, gears, synchronous & controls, clutches, housings,  
automatic trans, plates, facing, bearings and linkage and  
controls
10. Miscellaneous.....440  
Service calls, body accessories, etc.

**TOTAL HOURS: 8000**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☐ ( ) Training trust
- ☐ ( ) Other (specify):

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

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**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

- 1. The apprentice, prior to receiving a Certificate of Completion, must have completed a standard first aid course as approved by the Washington State Industrial Safety and Health Division and pass the journey level test as approved by the Committee.**
- 2. The Northwest Automotive Machinist Apprenticeship Committee recommends that courses for automotive machinist apprentices be limited to those who are registered apprentices in the automotive machinist trade in accordance with these Standards.**
- 3. TUITION FEE: Each school has a tuition fee policy for apprentices. Fees must be paid according to the school policies. Apprentices will not attend related/supplemental instruction classes until all fees are paid according to the school policy.**
- 4. LAYOFFS: When an apprentice has been laid off, the Committee will place the individual in suspension for six months or until he/she is re-employed by an approved employer. When in suspension, the apprentice will not attend related/supplemental instruction classes.**



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The apprentice will have six months from the date they are placed in suspension to re-enter the trade. The Standards allow the J.A.T.C. to cancel the apprentice after they have been in suspension for a reasonable length of time and have not been returned to the trade.

5. **RELATED CLASS ATTENDANCE:** When the apprentice has three unexcused absences during a school year, they will be cited to appear before the J.A.T.C. to show why they should not be canceled/suspended from the program. All classes must be made up whether excused or not. A note or letter from the employer on their letterhead is required in order for an absence to be excused.
6. **CHANGE OF ADDRESS/PHONE NUMBERS:** It shall be the apprentice's responsibility to notify the apprenticeship office of any change of address and/or phone numbers. Failure to comply could result in the cancellation of apprenticeship.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

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Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not

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exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

**B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)

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- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However,

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time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

**E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

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Quorum: **Two (2) labor and two (2) management representatives shall constitute a quorum.**

Program type administered by the committee: **GROUP JOINT**

**The Northwest Automotive Heavy Duty Equipment Apprenticeship Committee shall be composed of an equal number of labor and management representatives known to represent their respective interests.**

The employer representatives shall be:

**Dave Hiatt, Secretary  
9415 Pacific Avenue  
Tacoma, WA 98444**

**Mel Munsterman  
Pierce Transit  
3701 96th St SW  
Lakewood, WA 98499-0070**

The employee representatives shall be:

**Glen Brazil, Chairman  
Smith Tractor  
3607 20th Ave. E.  
Tacoma, WA 98424**

**Kathy Bravetti  
Machinists 160  
5631 Tacoma Mall Blvd #2  
Tacoma, WA 98409**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Glenn J. Brazil, Training Director  
5631 Tacoma Mall Blvd. #2  
Tacoma, WA 98409**